

Department of Permitting and Environmental Review (DPER)

35030 SE Douglas St., Ste.210, Snoqualmie, WA 98065-9266 Relay : 711

Residential Basics Program

DPER Customer
Information Bulletin #**12A****• FREQUENTLY ASKED QUESTIONS •**

*Visit the DPER Web site at
www.kingcounty.gov/permits
for more information*

King County DPER has created customer information bulletins to inform the general public about the effect of codes and regulations on their projects. These bulletins are not intended to be complete statements of all laws and rules and should not be used as substitutes for them. If conflicts and questions arise, current codes and regulations are final authority. Because the codes and regulations may be revised or amended at any time, consult King County staff to be sure you understand all requirements before beginning work. It is the applicant's responsibility to ensure that the project meets all requirements of applicable codes and regulations.

For additional information call 206-296-6600.

Definitions that may be helpful

The Residential Basics Program: A program designed to accommodate permit applicants who wish to build the same house design on a repetitive basis.

Registered Plan: A set of approved plans kept on file at DPER. The registered plans are for the exclusive use of the customer who filed the original application, unless prior arrangements have been made with the holder of the registered plan.

Basic Permit: The name of the type of permit based on an approved registered plan for a specific site..

The advantages of the Residential Basic Program include:

- Less time spent on review as the building plans are pre-approved;
- No building plan review fee is charged on basic permits; and
- Predictable conditions on approved plans.

Program scope

The basic program is limited to detached one- and two-family dwellings zero lot line town homes (subject to Department pre-approval) and accessory residential structures inclusive but not limited to barns and agricultural buildings, garages, sheds and in-ground swimming pools

King County requires all Registers to be electronically submitted (eReview) in the portable document format (PDF). In addition to the electronic document, one set of construction plans to a referenced scale is required. Information on eReview submittal requirements are available at: <http://www.kingcounty.gov/property/permits/FAQ/eReview.aspx>

Register Plan Limitations

1. Three story height limitation or two stories with basement based on the grade plane defined per International Residential Code (IRC Chapter 2.) Floors in attics may or may not constitute a story.
2. Foundation walls over four-feet high and site locations over five-hundred feet in elevation require special additional approval.
3. Site retaining walls and rockeries over four feet are not permitted with registers however may be applied for under separate permit.

Options

An option is a design or structural variation from an established register plan. Options pertain to individual features within the same plan, not new distinct buildings. A limit of five options per registered plan is permitted with the following limitations:

1. Only three of the five options may involve changes to the building footprint
2. Options may not be combined into packages whereby a group of changes constitutes a single option.
3. Elevation/roof framing changes that do not affect the base plan structure below the topmost plate line. Each elevation or roof framing change shall be considered a separate option.
4. One additional garage bay not to exceed 300-square-feet is allowed. Optional cantilevered floor areas shall not exceed two feet in depth by eight feet in length if said cantilevered floor area is the furthestmost projection from any building exterior wall.
5. The options shall not constitute complex or significant changes to the design or structure of the building.
6. Alternate windows or exterior openings are not allowed unless supported with engineered design for lateral and gravity forces
7. Substitution of open-web floor trusses for solid floor trusses or dimensional lumber.

Examples of Commonly Used Options

1. Alternate fireplace locations.
2. One 3- car garage bay extension not exceeding 300 square feet.
3. Covered porch alternatives.
4. Alternate use of room or space.
5. Alternate roof framing plans that do not alter the framing below the top plate.
6. Optional floor cantilevers not exceeding two feet in depth X eight feet in length.
7. Bay window extensions.
8. Building elevation changes and use of alternate siding or veneer.
9. Alternate use or reconfiguration of interior spaces.
10. Decks no higher than ten feet above grade.

Procedure/Requirements for setting up a Registered Plan

An appointment is not required. The required information may be submitted to the DPER Permit Center located at 35030 SE Douglas St., Suite 210, Snoqualmie, WA 98065-9266.

Provide one electronic portable document format (PDF) that includes the following information as separate folders:

Structural

1. Engineering calculations for lateral and gravity design.
2. A summary of the design loads and criteria used by the engineer.
 - a. Seismic design category of D2
 - b. Wind speed of 85 mph with three second gust.
 - c. Exposure C
 - d. Roof snow load 25 lbs. per square foot minimum.
3. Energy code compliance form
4. Building plans per submittal requirements of Bulletin #9 available at: www.kingcounty.gov/property/permits/publications/bulletins.aspx. Construction plans including the following information:
 - a. Identification and reference in plans the “base” or main design from which options are applied.
 - b. All options shall be on separate pages bookmarked and easy to find. They shall be identified as such and numbered accordingly (5 maximum). If the option(s) are too complicated, the Building Official may not allow the option, or require that the alternative design be created under a separate register plan.
 - c. Engineering specifications shall be incorporated into plan sets.
 - d. The shear wall schedule shall be included on the same page of the plans that show its location.
 - e. Heat sizing calculations based on outside winter design temperature of 22 degrees for non-site-specific registers.
 - f. A plan specification sheet that addresses energy code compliance requirements and indoor air quality requirements of the International Residential Code, the International Mechanical Code and the International energy Code as amended by Washington State and/or King County.
 - g. The King County plan cover sheet template. The cover sheet is available at the DPER web site found at: <http://www.kingcounty.gov/property/permits/FAQ/eReview.aspx>.

At the bottom of the page are three links for different size sheets. Complete all required sections of the cover sheet and confirm the cover sheet information matches what is proposed in the plan drawings.
5. Pay submittal fee at the time of application. Additional fees will need to be paid at the time of permit register plan issuance.

The plan review fee will be assessed based on the square footage of various components of the building. Fees for living area, basements, garages, covered porches, and decks have different fees.

Note: The registered plan will be approved with the largest square footage shown; permit fees will reflect the larger square footage option(s).

A County Register Plan number will be issued shortly after the time of application. This number will be needed when customers apply for a basic permit.

The Registered Plan review is a multi-step process. In the first review, the plans examiner may identify corrections and comments may be indicated in the PDF file and returned to the customer to make necessary corrections. Once the electronic registered plan is finalized, the register will be modeled and a copy of the electronic submittal will be returned to the applicant for their records and to run copies for field inspections. Basic applications may then be applied based on the Register as a "Basic."

Obtaining a Basic Permit

Customers wishing to obtain Basic Permits within a vested plat may submit applications via drop-offs at the Cashier's Office of the King County DPER Permit Service Center. A deposit is required payable to King County Office of Finance. Drop-off submittals must include the following:

- Affidavit of Application. Available at:
www.kingcounty.gov/property/permits/publications/forms/FormsByTitle.aspx.
- The register tracking number.
- A site plan drawn to scale on the site plan template used by the DPER Permit Center available at:
www.kingcounty.gov/property/permits/publications/forms/FormsByTitle.aspx.
Select "Site plan template".
- Approved septic system design, if applicable.

Applicants will be notified when permits are ready for issuance.

Applicants wishing to apply for Basic Permits not in a vested plat must apply through the Presubmittal Service (PSS) offered through the DPER Permit Service Center. Except for the previously approved registered building plans, all submittal requirements listed in *Bulletin 9, Obtaining a Residential Building Permit*, must be submitted at intake including an Affidavit for Application, a site plan utilizing the required King County site plan template, water and sewer availability (or approved septic design), soils worksheet together with a grading and clearing questionnaire and other required documentation.

Field changes to issued Basic Permits require a formal revision permit issued through the Permit Center and must apply through the PSS program. Revisions require a submittal fee and are reviewed by the Construction Services Division of DPER. Review time and processing is billed at an hourly rate.

Expiration of a Register Plan

Register Plan approval will expire upon one of more of the following situations:

- Expiration of any applicable code adopted by the Washington State Building Council under which the Register plan was approved.
- The adoption of a new law or regulation which requires structural modifications of the



Be sure to visit our Web site at:
www.kingcounty.gov/permits

King County complies with the Americans with Disabilities Act (ADA). If you require an accommodation to attend a meeting (two weeks' notice) or require this information in Braille, audiocassette, or large print, please call 206-296-6600 or TTY 206-296-7217.

register plan structure in order for the basics permits issued under that register plan to comply with the new law or regulation.

Other informative DPER bulletins are available via the department Web site at www.kingcounty.gov/permits.

Be sure to visit our Web site at:
www.kingcounty.gov/permits



King County complies with the Americans with Disabilities Act (ADA). If you require an accommodation to attend a meeting (two weeks' notice) or require this information in Braille, audiocassette, or large print, please call 206-296-6600 or TTY 206-296-7217.

